

## **NOTICE OF CHANGE**

**July 23, 2014**

EXAM TITLE: Senior Specialist Property Appraiser  
Senior Specialist Property Auditor Appraiser  
EXAM CODES: 4EQ16-01/02  
EXAM TYPE: Departmental Open  
Spot Sacramento  
FINAL FILING DATE: July 25, 2014

The bulletin announcing the above examination is amended as follows:

The Spot location for the bulletin released July 11, 2014 has been **updated to Sacramento and Norwalk**. In addition, the **final filing date has been extended to August 1, 2014**.

***Applicants who applied for the previous final filing date of July 25, 2014, do not need to resubmit their application***

We regret any inconvenience this may cause to candidates filing for this examination.

**BOARD OF EQUALIZATION  
EXAMINATION AND RECRUITMENT SECTION**



**SENIOR SPECIALIST PROPERTY APPRAISER  
SENIOR SPECIALIST PROPERTY AUDITOR APPRAISER  
EXAM CODE: 4EQ16-01/02**

Department(s): Board of Equalization  
Opening Date: July 11, 2014  
Final Filing Date: August 1, 2014  
Exam Type: Departmental Open  
Salary: SSPA: \$5309.00 to \$6645.00  
SSPAA: \$5309.00 to \$6977.00  
Location(s): SPOT Exam - Sacramento and Norwalk

**EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

**DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by **August 1, 2014** the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (**not working title**). **Applications/resumes received without this information will be rejected.**

**FILING INSTRUCTIONS**

Final Filing Date: **August 1, 2014**

State Applications (Form STD. 678) may be mailed to:

**EXAMINATION & RECRUITMENT SECTION  
BOARD OF EQUALIZATION  
450 N STREET, MIC: 17  
SACRAMENTO, CA 95814**

**Do not submit applications to the State Personnel Board/ CalHR.**

Applications (Form STD. 678) submitted by mail must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered no later than the final filing date. Applications are available at [jobs.ca.gov](http://jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**Note:**

**Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the final filing date will not be accepted for any reason.**

**Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of regulations 174.**

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin. Candidates are also responsible for obtaining proof of mailing or submission of their application to the Examination & Recruitment Section if necessary. Candidates are encouraged to contact the Examination & Recruitment Section (email: [boeexams@boe.ca.gov](mailto:boeexams@boe.ca.gov) or call: (916) 324-4807) to verify receipt of their application before the close-of-business on the final filing date.

**Cross Filing Information for series examinations**

If you meet the entrance requirements for **both** the **Senior Specialist Property Appraiser** and **Senior Specialist Property Auditor Appraiser**, you may file for both classifications on **a single application**. Please indicate each classification title you wish to test for on the single application.

## **SPECIAL TESTING ARRANGEMENTS**

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

## **REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

## **MINIMUM QUALIFICATIONS**

All applications must meet the following entrance requirements for this examination by **August 1, 2014**, the final filing date.

### **All Levels:**

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

### **Senior Specialist Property Appraiser**

#### **Either I**

Two years of experience in California state service performing property appraisal duties of a class equivalent to Associate Property Appraiser (Board of Equalization). (Applicants who are within six months of meeting this requirement will be admitted to the examination

but must satisfactorily meet the requirement before they can be considered eligible for appointment.)

**Or II**

**Experience:** Four years of experience appraising major and complex real property, including at least two years of experience in the independent appraisal of major commercial, industrial, and/or agricultural properties. and

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) [Experience in California state service applied toward Pattern II must include two years of experience performing duties in a class at a level of responsibility equivalent to Associate Property Appraiser (Board of Equalization).]

**Senior Specialist Property Auditor Appraiser**

**Either I**

Two years of experience in California state service performing property appraisal and auditing duties of a class equivalent to Associate Property Auditor Appraiser (Board of Equalization). (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be considered eligible for appointment.)

**Or II**

**Experience:** Four years of experience in business personal property appraisal work including at least two years of experience in the independent audit and appraisal of major commercial and industrial personal properties and fixtures. and

**Education:**

**Either I**

Equivalent to graduation from college.

**Or II**

**Completion of either:**

- a. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
- b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, cost accounting, and three semester units of business law.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis. Substitution is not permitted for the specific college course work required under (b) above.)

[Experience in California state service applied toward Pattern II must include two years of experience performing the duties of a class at a level of responsibility equivalent to Associate Property Auditor Appraiser (Board of Equalization).]

**NOTE: Applications must contain the following information on all accounting, auditing, business law, and computer applications/management information systems courses completed: Title; semester or quarter credits earned, name of institution; and completion date.**

**Applicants must show proof of a bachelor's degree and/or evidence of successful completion of the prescribed courses before being considered eligible for appointment. The requirement for "Equivalent to graduation from college" means at least a Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation.**

## EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100.00%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

## SELECTION PLAN

It is anticipated that interviews will be held during **August/September 2014.**

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Board of Equalization for Sacramento only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## POSITION DESCRIPTION

This is the advanced journey or specialist level. Under general direction, incumbents independently plan, direct, and conduct the most difficult and complex appraisals, field investigations, and/or audits\* of the following property types: the largest, unique and/or major industrial, railroad, private railroad car leasing companies, utility, commercial, or specialty properties and water rights; evaluate mergers and acquisitions of major railroads, utilities, and industrial companies; coordinate mandated assessment practices surveys and related appeals; design and conduct research and studies in the most difficult and complex areas concerning highly controversial and political issues; write the most technical letters, reports, and segments of appraisal manuals having major statewide policy ramifications; advise and assist the Board of Equalization's members and staff, State Legislature, county assessors, taxpayers, and others on assessment practices, valuation policies, value trends, and the impact of major legislation or judicial determinations; appear before the Board as appraisal experts and advisors to Board of Equalization members; act as an expert before the Board of Equalization and other courts in defense of audit and/or appraisal assignments; and may act in a lead capacity.

\* Property Auditor Appraiser (Board of Equalization) only.

## KNOWLEDGE AND ABILITIES

Knowledge of: General appraisal methods, procedures, and terminology; (general accounting and auditing principles and procedures\*); real property law and common methods of describing property; specialized practices and procedures used in property appraisals; (and/or auditing, public utility regulations and utility accounting\*); provisions of Property Tax laws administered by the State Board of Equalization; purposes, organization, and procedures of assessors' offices; departmental policies, rules and regulations; and organization of the State Board of Equalization, particularly the Property Taxes Program.

Ability to: Apply the required knowledge; conduct appraisals and/or audits of real and personal properties; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; and communicate effectively.

\* Property Auditor Appraiser (Board of Equalization) only.

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel and work odd hours away from the office.

## **VETERANS PREFERENCE**

Veterans' Preference: Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

## **CAREER CREDITS**

**Career Credits** do not apply and will not be added to the final score of this examination.

## **CONTACT INFORMATION**

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

## **DISCLAIMER**

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

## **GENERAL INFORMATION**

**For an examination with a written feature**, it is the candidate's responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [jobs.ca.gov](https://jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or [jobs.ca.gov](https://jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**College Education:** The qualifications meeting the requirement “Equivalent to graduation from college” means satisfaction of the requirements for the bachelor’s degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor’s degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Career Credits:** In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Section 3513. Competitors not currently employed by the State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**Veterans’ Preference Points:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at [jobs.ca.gov](https://jobs.ca.gov) and on the Application for Veterans’ Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022

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